

Message Text

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ACTION AF-08

INFO OCT-01 ISO-00 PER-03 USIA-15 AID-05 /032 W
----- 080285

R 201000Z JUL 76
FM AMEMBASSY NAIROBI
TO SECSTATE WASHDC 1197
AMEMBASSY KHARTOUM
AMEMBASSY ADDIEABABA
9AMCONSUL ASMARA 602
AMEMBASSY MOGADISCIO
AMEMBASSY KIGALI
AMEMBASSY BUJUMBURA
AMEMBASSY DAR ES SALAAM
AMEMBASSY ZANZIBAR
AMEMBASSY VICTORIA
AMEMBASSY TANANARIVE
AMEMBASSY LUSAKA

UNCLAS NAIROBI 7533

E.O. 11652: N/A

TAGS: APER, KE

SUBJECT: GRIEVANCE PROCEDURES: REGIONAL WORKSHOP NAIROBI

REF STATE 173662 AND STATE 108818

1. EMB WELCOMES REGIONAL WORKSHOP AUG. 22. CONTROL OFFICER
IS FSO SHIRLEY PANIZZA, POST EEO CONSELOR AND FEDERAL
WOMEN'S PROGRAM CO- ORDINATOR.

2. AS HOST MISSION, EMB WOULD LIKE TO EXPAND ITS PARTICIPATION
BEYOND OFFICERS SPECIFICALLY MENTIONED IN REFTELS.
FULL ATTENDANCE LIST WILL BE FORWARDED WHEN AVAILABLE,

3. TO ASSIST CONTROL OFFICER IN LOGISTICAL PREPARATIONS,
POST SENDING OFFICERS TO NAIROBI ARE REQUESTED TO CABLE
NAMES AND DESIRED LODGINGS AS SOON AS POSSIBLE.
AID AND USIS OFFICES SHOULD SLUG MESSAGES FOR EM
CONTROL OFFICER.

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4. POST FACILITIES INADEQUATE FOR CONFERENCE OF THIS SIZE; THEREFORE WE HAVE BEEN IN CONTRACT WITH NEARBY HOTELS TO SECURE USE OF FUNCTION ROOM. EMB SHOULD KNOW BY JULY 23 WHAT SIZE AVAILABLE AND WHETHER DEPT FUNDING NECESSARY.

5. EMB PERSONNEL AND VEHICLE WILL MEET WASHINGTON TEAM UPON ARRIVAL AT AIRPORT AUG. 10.

6. FOLLOWING INFO PROVIDED TO WORKSHOP PARTICIPANTS:

A. BANKING FACILITIES AT NAIROBI AIRPORT 7 A.M.-MIDNIGHT DAILY FOR CURRENCY CHANGING.

B. CABS AVAILABLE FOR TRANSPORTATION TO AND FROM AIRPORT. APPROXIMATE CHARGES TO DOWNTOWN HOTELS 50 KENYA SHILLINGS, EQUIVALENT TO \$6.25.

C. HOTEL BILLS MUST BE SETTLED IN HARD CURRENCY.

D. ACCOMMODATION EXCHANGE SERVICES WILL BE PROVIDED IN EMB. 8:15-9:15 A.M. 3:45-4:45 P.M. AUG. 12 AND 13.

E. DUTY-FREE LIQUOR AND CIGARETTES CAN BE PURCHASED AT EMB DURING CASHIER HOURS ABOVE

F. INDIVIDUALS PLANNING WEEKEND TRAVEL IN KENYA SHOULD MAKE THEIR BOOKINGS AS SOON AS POSSIBLE. CANCELLATION FEES ARE COLLECTED.

G. EMB LOCATED IN COTTS HOUSE, CORNER CITY HALL WAY AND WABERA ST., SIXTH FLOOR. OFFICE HOURS 8 A.M.-1 PM, 2PM-5PM, TELEPHONE 334141.

H. ENTRY VISA SHOULD BE OBTAINED PRIOR TO ARRIVAL.

MARSHALL

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 20 JUL 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976NAIROB07533
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760279-0844
From: NAIROBI
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760741/aaaabjnu.tel
Line Count: 97
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION AF
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 76 STATE 173662
Review Action: RELEASED, APPROVED
Review Authority: hackerp0
Review Comment: n/a
Review Content Flags:
Review Date: 07 APR 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <07 APR 2004 by ThomasVJ>; APPROVED <31 JAN 2005 by hackerp0>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: GRIEVANCE PROCEDURES: REGIONAL WORKSHOP NAIROBI
TAGS: APER, KE
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006